

SOCIAL SERVICE WORKER
Position Announcement
(Open Announcement)



POSITION: Social Service Worker
LOCATION: Kaibab Indian Reservation, Kaibab, AZ
OPENING DATE: May 9, 2016
CLOSING DATE: Open Until Filled
SALARY RANGE: \$39,520 – \$51,250
HOURS PER WEEK: 40 Hours
REPORTS TO: Tribal Administrator
CLASSIFICATION: Full-Time Permanent plus Benefits after 90 days

TYPICAL DUTIES:

The Social Service Worker is responsible for meeting tribal members' needs as identified to protect and provide support to Native American families on the Kaibab Paiute Indian Reservation. Incumbent provides front line support and social assistance for individuals, families, and communities by assessing human services needs for children, youth, and tribal families; investigates abuse, exploitation and/or neglect; makes referrals and recommends appropriate actions affecting the clients/families well being and social functioning. Will recommend appropriate substitute care for children and youth which may include services from other agencies, day care or foster care. Documents client progress, compiles case histories and prepares other related reports.

ABILITY TO:

To work in a governmental setting; work cooperatively with various agencies, tribal courts, the public and staff members for the betterment of services to the tribal community. Travel will be required. Must also possess the ability to work independently as well as in a team setting and possess ability to work under pressure and to meet deadlines. Maintain confidential records.

POSSESSION OF:

Bachelor's Degree in Social Work (SSW) with 2 years experience working in the human services field. Incumbent must possess a Social Service Workers License. Must have knowledge of tribal government organizations and tribal social service programs. Must have excellent communication, grammar and writing skills; must have positive work ethics and a positive attitude. Must have a valid driver's license and good driving record; must be insurable.

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online on our website – www.kaibabpaiute-nsn.gov and at the Tribal Affairs Building located on 1 North Pipe Springs Road, Fredonia, AZ 86022. Interested applicants must return a completed application along with resume, cover letter and proof of licensure for consideration and be able to provide evidence of a clean driving record. A background check will be conducted. For more information, contact the Human Resources Director, Kim Nuttall at (928) 643-7245.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO THE
INDIAN PREFERENCE ACT